

**NORTHWEST COLORADO COUNCIL OF GOVERNMENTS**  
**RESIDENTIAL INSPECTION WORKSHEET**

Date of Inspection:

NWCCOG Inspector's Initials:

Building/Residence Name:

Building/Residence Address:

Elevator Manufacture:

Elevator Install Company:

Elevator Type:

Elevator Serial number:

Elevator Platform size: \_\_\_\_\_ (max 15 sq/ft) 5.3.1.11.1

Elevator Capacity \_\_\_\_\_ (Based off Platform Size) 5.3.1.11.1

Elevator Speed: \_\_\_\_\_ (Max 40 ft/min) 5.3.1.11.2

Number of Stops: \_\_\_\_\_ (Max Rise 50ft) 5.3.1.11.3

Type of Hoistway Doors:

Type of Elevator Car Doors:

Date of Installation:

Is Unit Tagged with Company Tag:

Additional Test Requirements Specific to Equipment: 8.10.5.2



# Residential Acceptance Test Form

Test Requirements Meets A17.1-2019, 8.10.5.2

Test Form Revised January 2025

<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Hoistway construction (metal grillwork for windows)	5.3.1 - pressure/water pipes not allowed, glass hoistway ok per 2.1.1.2.2(e)
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	3/4-inch rule (swing) and 2.25-inch rule (sliding)	5.3.1.8.2
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Clearance between hoistway door and car door (4" Inch Rule)	5.3.1.9.3 – Door or Gate shall not project into hoistway past landing sill
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Sill to Sill (0.5in to 1.25 in)	5.3.1.4.2
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Top of car clearance	5.3.1.3.2 – DO NOT GET ON CAR TOP
<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	Access Doors in Hoistway	5.3.1.6.6(b)(c)
<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	Hoistway Access Door Switch (Top/Bottom)	5.3.1.6.6(d)
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Machine and Control Room Spaces	5.3.1.6 – Maintenance path, clearances, pressure/water pipe locations.
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Machine and Control Room Lighting	5.3.1.6.9 – Lighting 19ft candles *see 2.7.9.1
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Fused Main and cab disconnect(s)	5.3.1.19.4 – All Electrical shall conform to NFPA 70
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Remote Operation Indicator	5.3.1.19.9
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Elevator Data Plate furnished by manufacturer	5.3.1.21.2 – Weight, rated speed, manufacture, suspension means and install date.
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Capacity Plate	5.3.1.21.2 – To be located inside elevator cab.
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Emergency Phone (4hr aux power required)	5.3.1.20.1
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Alarm in Cab (1hr Aux power Required)	5.3.1.20.2 – Labeled "ALARM" or with appropriate symbol
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Cab Stop Switch	5.3.1.19.7 – Not required to sound alarm
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Code Data Tag	5.3 *see part 8.9
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Car Enclosure	5.3.1.9.1
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Car Lights	5.3.1.9.4 – Emergency Light not Required
<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	Top of Car Stop Switch / Inspection station	5.3.1.17.2(j)(3)-not always required
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	PIT Stop Switch	5.3.1.2.3
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Hoistway Door/Gate interlock	5.3.1.8.4-mechanical and electrical to be tested
<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	Car Door/Gate locking device	5.3.1.9.2(b)-mechanical not always required
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Car Door/Gate switch	5.3.1.9.2(c)
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Car Door Monitoring	5.3.1.19.2.2 – Hoistway door monitoring not required.
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Toe Guard / Platform Guard	5.3.1.10.2(b)
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Suspension Means	5.3.1.13 *see 2.20.9 – Not less than 2 wire ropes or chains
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Anti-Rotation	5.3.1.13.7 *see 2.20.9.8
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Wire Rope Retaining Clips	5.3.1.13.7 *see 2.20.9.5.4
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Rope ends taped/seized	A17.2 - Item 3.22 – Per Manufacturer Specifications
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Shackle Rods Double Nut and Cotter Pin	A17.2 - Item 3.22 – Per Manufacturer Specification
<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	Rope Data Tag	A17.2 – Item 3.27
<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	Counterweights (secure and guarded)	5.3.1.14
<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	Safeties Test	5.3.1.12 – *see A17.2 Item 2.29 for testing
<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	125% of full load down direction brake test.	A17.2 Item 2.17.2 – Traction Only
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Terminal Stopping Devices	5.3.1.18 – NTSD and Final
<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	Machine/Motor Stop Switch	8.10.2.2.2(q)
<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	Speed Governor Location	5.3.1.12.5 – shall be accessible from outside hoistway
<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	Speed Governor Switch	5.3.1.12.6 and 5.3.2.4.6 (e)
<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	Speed Governor Marking Plate	5.3.1.12.7
<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	Governor Rope (minimum 0.25 in diameter)	5.3.1.12.8
<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	Slack Rope Switch	5.3.2.4.6 (b)
<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	Rupture/Overspeed Valve	5.3.2.2.1 *see 3.19.4.7.1 and 8.3.9.1 – Test Per Manufacturer
<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	Rupture/Overspeed Valve Seal	5.3.2.2.1 *see 3.19.4.7.6
<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	Low Pressure Switch	5.3.2.2.2
<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	Full Load = _____ Empty = _____ Relief = _____	8.10.3.2.2(t)(u), *see A17.2 Item 2.31 for testing
<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	Relief Valve Sealed	5.3.2.2.1, *see A17.2 Item 2.31
<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A	Re-level Manual Lowering / Anti-creep	5.3.2.2.1, 5.3.2.4 *see 3.19.4.4

Date: \_\_\_\_\_ ☐ Passed ☐ Failed and need to return

When passed, signed and dated below shall signify an official Certificate of Operation will be issued and this conveyance is considered to have a CO:

Inspector Sign \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_  
 Elevator Company Sign \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_